

ESSEX HOUSING AUTHORITY

16 MAIN STREET

CENTERBROOK, CT 06409

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860-767-1250

February 20, 2017

Present: Janice Atkeson, Rose Mary Willis, David Gephard, Rick Stebbins, Yolanda lowe and Mary Mansour

Called to Order

Meeting was called to order at 3:57 p.m. by board chair, Janice Atkeson.

Approval of Minutes

Minutes from the December 19, 2016 meeting were approved as written.

Residents

David Gephard reported that there were issues with snow removal with the last storm. Due to the loss of parking in the adjacent lot, he states the plow has no place to push the snow. It was recommended that DeMarco have snow removed from the property as necessary in the future.

Financials

Financials were reviewed and accepted.

Management Company Report

No formal report at this time.

Manager's Report was read and discussed.

Essex Court has one resident, unit number 34, who has given notice to vacate. This tenant will vacate on the 28th of February, 2017. The unit will be turned and a new tenant will move in sometime in March.

The resident in unit number 3 has been served with a non-renewal of lease notice. DeMarco Attorney Lee Johnson has been informed about the situation and is drafting necessary documents. The resident is meeting with our First Selectman on February 23, 2017 to express her complaints. Office staff received a call from Maria Lucarelli, first selectman's assistant, and provided an overview of the situation.

Old Business

No old business at this time.

New Business

A kitchen kick off meeting was held at Essex Court on February 3, 2017. Kitchen remodeling began the following week on February 6, 2017. Phase one of the kitchen remodel, replacement of cabinetry, is expected to be complete by February 28, 2017. The next step in the remodel will include replacement of countertops, sinks and faucets. All kitchens will receive new GFI outlets and tile backsplashes. Finally, a new range will be installed in each unit.

During the kitchen renovation, some problems have arisen. When issues are brought to the attention the construction staff, they are remedied in a timely manner.

A new maintenance person will serve Essex Court. Maintenance staff will be available twice a week and as needed for emergency. This has been working well for Essex Court.

A new remote door entry system was installed in the community room. All residents received a FOB key for wireless entry. Residents love this new system.

Our waiting list currently has 52 applicants on it.

NEXT MEETING is April 17, 2017 at 4PM.

Regular Meeting was Adjourned at 4:57pm.

Motions and Votes for Regular Meeting

Motion: To Approve the Minutes as written from the December 19, 2016 board meeting

Motioned: Janice Atkeson

Seconded: RoseMary Willis

Voted: All in favor

Motion: To Accept the financials from February 20, 2017

Motioned: Janice Atkeson

Seconded: Rick Stebbins

Voted: All in favor

Motion: To Adjourn meeting at 4:40 pm

Motioned: Janice Atkeson

Seconded: RoseMary Willis , Rick Stebbins

Voted: All in favor

Respectfully submitted by Mary Mansour February 22, 2017

RECEIVED FOR RECORD
02/22 2017 at 11:20 A.M.
Janice M. Logie
ESSEX, CT - ASSIST. TOWN CLERK